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FOREST DEPARTMENT CODE,

3RD EDITION.

CHAPTER I.

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Circular No. 7 F., dated Calcutta, the 18th March 1892.

From—SIR E. C. BUCK, KT., *Secy. to the Govt. of India,*
REVENUE AND AGRICULTURAL DEPARTMENT,

To—Local Governments and Administrations.

ADVERTING to the Circular from this Department, No. 4 F., dated the 20th February 1891, I am directed to say that the 4th edition of the Forest Department Code cannot be issued for the present. It has been decided, however, to issue at once a recast of Chapter I of the 3rd edition, which deals with the organization of the Forest Department, so as to bring the present edition into harmony with the Circular orders which have recently been promulgated on this subject. For the same reason it has been deemed desirable to revise the Appendices, which are also for convenience now published separately from the Code proper. They are issued as "*Appendices* to the Forest Department Code, *4th edition*," inasmuch as some of the matter incorporated in them has reference only to orders which will be included in the 4th edition of the Code. Till the publication, however, of that edition, they should be considered, so far as they concern the 3rd edition, applicable to the latter.

2. Copies of Chapter I and of the Appendices are in course of distribution by the Superintendent of Government Printing, India.

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FOREST DEPARTMENT CODE.

[3rd Edition.]

CHAPTER I.

ORGANIZATION OF THE FOREST DEPARTMENT.

Part I.—General.

Extent of application of Code.

1. The rules contained in this Code are applicable to the Forest Department in all the Provinces under the control of the Government of India, but not in the Presidencies of Madras and Bombay. The Governments of Madras and Bombay may, by a special order, make the provisions of this Code applicable to the Forest Department in those Presidencies.*

Definition of the term "Local Government."

2. The immediate control of the Forest Administration and of all Forest business in the Provinces under the Government of India is vested in the Chief Civil authority of each Province. The term "Local Government" will be used in this Code to denote the Lieutenant-Governors of Bengal, the North-Western Provinces and Oudh, and the Punjab; the Chief Commissioners of the Central Provinces, Burma, Assam, Coorg, and Ajmere; the Superintendent of Port Blair, the Agent to the Governor General in Baluchistan, and the Resident at Hyderabad. The Inspector General of Forests exercises the powers of a Local Government in all matters relating to the Forest Survey Branch and to the Imperial Forest School at Dehra Dún.

Definition of the term "Conservator."

3. The Chief Forest Officer in any province or part of a province will ordinarily be styled "Conservator." In this Code, unless expressly stated otherwise, the term "Conservator" will include the Chief Forest Officer in every province

* So much of the provisions of this Code relating to students at the Forest School, Dehra Dun, applies to the Madras Presidency, as does not conflict with any of the provisions of the Madras Forest Code.

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and the Commissioner of Ajmere. The provisions of this Code which are applicable to Conservators will also ordinarily be held to apply to the Superintendent of Forest Surveys and to the Director of the Forest School.

Forest business of the Government of India.

4. The orders of the Government of India on Forest business will be issued from the Revenue and Agricultural Secretariat, and the correspondence* of Local Governments with the Government of India will be addressed to that Office.

The Forest business of the Government of India and of Local Governments will be recorded under a separate head "Forests," and the Proceedings under this head, when printed, will be kept in separate volumes.

Forest business of Local Governments.

5. Local Governments will transact their Forest business in such branch of their Secretariats as they may appoint.

Administrative charges.

6. A Conservator's charge is ordinarily divided into—

(i) Divisions, or Controlling charges.
(ii) Sub-Divisions or Ranges, or other Executive charges.
(iii) Beats, or Protective charges.

The unit of management is the Sub-Division or Range, which comprises a number of Beats, while a collection of Sub-Divisions or Ranges forms a Division. These charges will ordinarily be held by the following classes of officers:—

I.—*Divisions* . .	Deputy Conservators, Assistant Conservators, 1st grade, and Assistant Conservators of the 2nd grade who have passed the examinations prescribed in Section 59 M., and by Extra-Deputy and Extra-Assistant Conservators.
II.—*Sub-Divisions or Ranges* .	Assistant Conservators† of the 2nd grade, Extra-Assistant Conservators, and Forest Rangers.
III.—*Beats* . . .	Foresters and Forest Guards.

Where the organization, for financial or other reasons, has not yet been completed, deviations from these provisions may, as a temporary measure, be permitted by Local Governments,

* References from and to the Agent to the Governor General in Baluchistan will be conducted, as heretofore, through the Foreign Department.

† Junior Assistant Conservators will do the work of Executive Officers until they have qualified for the charge of a Division, and until Divisions become vacant to which they can be appointed.

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who may delegate this power to Conservators in respect to Sub-Divisions or Ranges.

Classification of Establishments.

7. Permanent establishment includes all officers, of whatever rank, who are required for the ordinary administration of the forests, and who are employed for the whole year and year after year. Their salaries will be charged under the appropriate sub-heads of B. I.

Temporary establishment comprises officials who are required to strengthen for a time the permanent staff, and their pay and allowances will be charged to appropriate sub-heads under A or B.

The pay of labourers will be shown in the Daily Labour Bills and charged to appropriate sub-heads.

Permanent establishments

8. The Government of India will, for each Province, sanction one maximum amount for the pay of both the permanent Provincial Forest Service (below the rank of Extra-Assistant Conservator) and the Subordinate Service, and a second and separate maximum amount for the pay of permanent Office Establishments. No distribution between these two amounts can be made without the sanction of the Government of India, but otherwise the amounts sanctioned may be distributed by the Local Government itself or by Conservators to whom the Local Government's powers may be delegated. The amounts sanctioned will be for pay only, and will not include travelling or horse allowances.

Temporary establishments

9. All temporary establishments require the sanction of the Local Government, which must be given for a fixed period, in no case to exceed twelve months. If the pay of any person amounts to ₹100 or more, the previous sanction of the Government of India is required. The sanction for temporary establishments lapses with the provision made in the budget grant for the work on which such establishments are employed.

The sanction of the Local Government to the entertainment of any particular temporary establishment may, if considered expedient, be given to a monthly maximum amount, and it may be left to the Conservator to make such alterations as he may from time to time find necessary in the scale of such establishment. But the sanction will in each case specify distinctly the dates from and to which the

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establishments are to be entertained, and the budget sub-head to which their cost should be charged.

Budget heads to which temporary establishments should be charged.

10. Temporary Forest Establishments will be charged to the proper sub-head under "A.—Conservancy and Works." Those employed on timber operations will be charged to head "A. I.—Timber and other produce removed from the forests by Government agency;" and those entertained for the collection of revenue derived from timber and other produce removed from the forests by consumers or purchasers will be entered under A. II.

11. Under Labour is included all *bonâ fide* manual labour employed—

(*a*) On the reaping, collection, fashioning, removal, transport, and sale of forest produce;
(*b*) on the feed and keep of cattle;
(*c*) on the construction and maintenance of tools and plant;
(*d*) on the construction and maintenance of communications and buildings;
(*e*) on the demarcation, improvement, extension, and protection of forests, including, subject to the Conservator's sanction, surveyors and draftsmen employed on a definite piece of work.

Coolies' mates are comprised under the head of Labour, but any further supervision is distinctly excluded.

Permanently-employed gardeners and workmen are comprised in labour only when their employment is sanctioned in the provisions of a Working-Plan.

Crews of permanently-maintained steamers and boats are not included in Labour.

House-guards and sweepers employed in permanent depôts or buildings are also excluded.

Tent-keepers and letter-carriers employed for a longer period than a season's tour are also excluded.

Divisional Officers and Conservators are personally responsible that Labour is not retained for a longer period than is actually required.

Labour will be charged under the appropriate heads and sub-heads.

In the Andamans, "Labour" includes the services of convict petty officers, munshis, and other convicts who, under local rules, are attached to gangs of labouring con-

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victs. The crews of timber-floating boats and of Foresters' boats shall also be treated in the Andamans as coming under "Daily Labour."

Temporary Office Establishments, which include employés entertained for any clerical work whatsoever—such as muharirs, draftsmen, etc.—will be charged to sub-head B. I. d.

Local Governments will inform the Comptroller and Auditor General of any orders passed under this and the two preceding sections.

Leave of absence of persons temporarily employed.

12. Persons employed in temporary establishments may obtain leave of absence as provided for in articles 227 and 273(*a*) of the Civil Service Regulations. Their service does not count for pension unless the post which they hold is subsequently converted into a permanent appointment.

Forest officers not to trade.

13. Except with the permission in writing of the Local Government, no Forest Officer, not being a Native of India, shall acquire or continue to hold cultivated land, or land intended to be cultivated, or forest land, in any province to which he is temporarily or permanently posted, or with the administration of which he is concerned.

In the case of Forest Officers who are Natives of India, and who may possess landed property, ancestral or other, or acquire land, it will be sufficient that a detailed report of the situation, nature, and extent of such property be furnished to the Conservator, who will, under the control of the Local Government, pass such orders as may be necessary.

Except with the permission in writing of the Local Government, no Forest Officer shall, as principal or agent, trade in timber or other forest produce, or be or become interested in any lease of any forest or in any contract for working any forest, whether in British or Foreign territory.

Unless specially authorised by the Local Government, Forest Officers must abstain from any investment (though of itself unobjectionable) which interests them privately in affairs or undertakings with which their public duty is in any way connected.

Generally, it is a rule of service that no Forest Officer is permitted to engage in any speculation or mercantile transaction of such a nature as to engross his attention and divert it from his public duty, or such as to give rise to a belief

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that his official position may have had influence by obtaining favourable terms or otherwise in respect of such transactions.

The above provisions apply to officers of all classes and grades.

NOTE.—Special attention is invited to the following Circulars issued by the Home Department:—

No. $\frac{21}{797-806}$ (Public), dated 13th May 1885.
No. $\frac{22}{637-652}$ (Public), dated 16th March 1888.
No. $\frac{33}{2405-2414}$ (Public), dated 11th September 1888.
No. $\frac{2\text{ R.}}{87-103}$ (Public), dated 16th January 1890.
No. $\frac{10\text{ R.}}{636-660}$ (Public), dated 14th March 1890.

Allowances when acting in a higher class or grade.

14. The allowances of Forest Officers of all classes and grades and of Office employés acting in a higher class or grade than their own, are governed by the provisions of the Civil Service Regulations.

Travelling allowances.

15. Officers of the Forest Department can claim travelling allowances only under the provisions of the Civil Service Regulations.

Use of Government rest-houses.

16. The rules for regulating the rents to be charged for Government buildings occupied as residences by Government officials are prescribed in Public Works Department Resolution No. 479 B.,* dated 7th September 1888.

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* *Extract from the orders of the Government of India, in the Public Works Department, No. 479 B., dated 7th September 1888.*

RESOLUTION.—The Governor General in Council is pleased to lay down the following rules, in supersession of all previous orders, for regulating the rent to be charged for Government buildings occupied as residences by Government officials:—

I.—(1) The rent should be a sum which will cover—

(*a*) Four per cent. interest on the actual capital cost of the house and its site.

(*b*) The estimated average annual cost of repairs.

The capital cost of the house should be taken as the cost of the building and its site together with a sum to cover the share of tools and plant and establishment. The amount to be added for these charges may be specially approved by the Local Government, but should not be taken as less than 20 per cent. on the cost of "works." When there is no record of the original cost of the building, its present value should be estimated by the Executive Engineer of the Division and approved by the Superintending Engineer, and this estimate should be taken as the capital cost.

(2) The average cost of annual repairs should be specially estimated in each case by the Executive Engineer on the best data available, and be approved by the Superintending Engineer. Such average cost should not, as a rule, be taken at

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In regard, however, to rest-houses in the forests, at timber depôts, and in plantations, which are constructed for the purpose of affording shelter to officers during the rains and hot weather, in order to preserve their health and to enable them to travel rapidly from forest to forest at all times of the year, rent should not, as a rule, be charged, as these buildings are only occasionally used for a short period whenever the work may require the presence of an officer.

In some cases a rest-house is used as a residence by the Forest Officer in charge during the greater portion of the year. In this and in any other doubtful cases, the Local Government will decide whether rent shall be paid. It will be the duty of the Conservator to furnish the Superintending Engineer of the Circle with a list of the buildings for which rent should be charged, and with such other informa-

less than 3 per cent. on the cost of a permanent building, or 6 per cent. on the cost of a temporary building; but should be sufficient to cover quadrennial and special repairs. The actual cost of repairs should be compared annually with the amount assessed on this account in the rent; and when necessary, the rents should be revised.

(3) In calculating the outlay on repairs of any building, a sum should be included to cover the cost of tools and plant and establishment, as defined above.

(4) When a building is occupied partly as a residence and partly as an office for which no rent is paid, the capital value of the portion occupied as a residence should be separately estimated and the rent calculated accordingly.

(5) The actual charge for the rent of a residence occupied by any Government official shall, in all cases, be subject to a maximum of 10 per cent. on the salary and local allowances of the official in actual occupation.

(6) Local Governments or Administrations must, irrespective of the fund from which the cost of the building was met, obtain the special sanction of the Government of India if they desire to reduce the rent of any Government building below that authorised in these rules.

II.—At stations where, owing to excess of available accommodation or to other special circumstances, rents cannot be fixed on the above principles, but must unavoidably be assessed with reference to prevailing rates, sanction to make such special assessments at the particular stations must be obtained from the Government of India, but the actual rents may be fixed by the Local Government.

III.—When any Government building is, under proper authority, let to a private person, rent shall be regularly recovered for the same at the rates prevailing in the locality for similar accommodation belonging to private owners; but without the permission of the Government of India, the rent charged shall not be less at any station than that defined in clause I (1).

IV.—In the case of houses occupied free of rent or at reduced rents by any Government officials, the authority under which the reduction is made should, in every case, be communicated to the Examiner of Accounts, in order that he may enter it in the return which is submitted to the Accountant General, Public Works Department, under Public Works Department Circular No. 3 P. W., dated 10th September 1887.

V.—The rents of all houses belonging to Government should be recalculated in accordance with these rules, and the new rates should be made applicable from the 1st April 1889.

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tion as will enable him to fix the amount payable by the officers concerned.

17. Attention is invited to Section 25 (*n*) in Chapter 5 of the Civil Account Code, which is as follows:—"The rent of any land or building occupied for public purposes shall be paid by the public Office or Department occupying it, and recorded in the public accounts as a charge of that Office or Department. The first charge in every year that an officer makes in his contingent bill shall be supported by a certificate from the Executive Engineer concerned that a suitable public building was not available for the purpose required. [*This rule does not authorise payments or adjustments between Departments.*]"

Part II.—Organization of the Forest Service.

18. The Forest Service is composed as follows:— Composition of Forest Service.

(*a*) The Indian Forest Service.
(*b*) The Provincial Forest Service, designated according to Province, *e.g.*, "Bengal Forest Service," "Punjab Forest Service," etc.
(*c*) The Subordinate Forest Service, also designated according to Provinces, *e.g.*, "Subordinate Forest Service, Punjab."

Constitution of the Forest Services.

19. The *Indian Forest Service* comprises the following appointments:— Indian Forest Service.

Inspector General on R2,000—100—2,500 per mensem.

	R
Conservators—	
1st grade on	1,600 per mensem.
2nd "	1,350 "
3rd "	1,100 "
Deputy Conservators—	
1st grade on	900 per mensem.
2nd "	800 "
3rd "	650 "
4th "	550 "
Assistant Conservators—	
1st grade on	450 per mensem.
2nd "	350* "

These appointments are reserved for the Indian Forest Service, provided that a number up to forty appointments in the classes of Deputy and Assistant Conservators combined will, as opportunities occur, be absorbed into the Provincial Forest Service.

20. The following officers are borne on the "Imperial List" of the Indian Forest Service:—The Inspector General, all Conservators, the Assistant Inspector General and Superintendent of Working-Plans, the officers† attached to the Forest School at Dehra Dún, and those on deputation to foreign service. Officers on "Imperial List" of Indian Forest Service.

* Officers whose names will be specially notified by the Government of India to Local Governments and Administrations will draw pay in this grade at R250 per mensem only, until they have passed the first vernacular examination.

† Deputy Director.
Two Instructors.

ORGANIZATION OF THE FOREST SERVICE—*continued.*

All other officers are borne on their respective "Provincial Lists."

Allowances for Indian Forest Service.

21. The following allowances are sanctioned for the Indian Forest Service :—

	₨	
Director of the Forest School . .	200	per mensem.
Deputy Director of the Forest School .	100	„
Two Instructors at the Forest School .	100	„ each.
Assistant Inspector General of Forests and Superintendent of Working-Plans	200	„

Specially appointed Working-Plans Officers, of all grades, will draw a local allowance at the rate of 20 per cent. of their pay subject to a maximum of ₨100 per mensem.

The following local allowances are also drawn :—

	₨	
(i) Divisional Forest Officer, Chittagong, Bengal . . .	100	per mensem.
(ii) Divisional Forest Officer, Garo Hills, Assam . . .	100	„
(iii) Divisional Forest Officer, Baluchistan	100	„
(iv) Divisional Forest Officer, Bashahr, Punjab (as Political Assistant to the Superintendent of Hill States)	200	„
(v) Burma—		
Conservators, 3rd grade (only in Upper Burma) . . .	100	„
Deputy and Assistant Conservators	100	„

Provincial Forest Service.

22. The *Provincial Forest Service* consists of—

(*a*) Foresters who have obtained the Forest School certificate, on ₨15, 20, 25, 30, 40 per mensem.

(*b*) Rangers on ₨50, 60, 80, 100, 120, 150 per mensem.

(*c*) Extra-Assistant Conservators on ₨200, 250, 300, 350 per mensem.

(*d*) Extra-Deputy Conservators on ₨450, 500, 550, 600 per mensem.

Depôt officers and members of the Working-Plans staff

ORGANIZATION OF THE FOREST SERVICE—*continued.*

will be graded under one of the above classes according to the rates of pay drawn by them.

One Extra-Assistant Conservator will be placed on the "Imperial List" for the appointment of Vernacular Instructor at the Forest School.

23. The following allowances are sanctioned for the Provincial Forest Service :— Allowances for Provincial Forest Service.

Vernacular Instructor at Forest School, R50 per mensem.

Specially appointed Working-Plans Officers, of all grades, will draw a local allowance at the rate of 20 per cent. of their pay subject to a maximum of R100 per mensem.

Extra-Assistant Conservators or Rangers placed in charge of Forest Divisions will, with the previous sanction of the Government of India, be permitted to receive a local allowance of R50 per mensem; but the total number of officers drawing such allowance is limited to 4 in the Bengal Presidency.

The Forester in the Sundarbans Division, Bengal, draws a local allowance of R10 per mensem.

Extra-Assistant Conservators in Upper Burma draw a local allowance of R80 per mensem: those in Lower Burma, R50 per mensem.

24. The *Subordinate Forest Service* comprises Foresters who have not obtained the Forest School certificate, on R15, 20, 25, 30, 40 per mensem, and Guards and other subordinates on such rates of pay and of such grades as local circumstances may require. Subordinate Forest Service.

Depôt officials and members of the Working-Plans staff will be graded as Foresters or Guards according to the rates of pay drawn by them.

Foresters serving in the Ruby Mines District, Burma, draw local allowances at the rate of 30 per cent. on salaries of R30 per mensem and upwards, subject to a maximum allowance of R40 per mensem; and 50 per cent. on salaries under R30 per mensem, subject to a maximum allowance of R8 per mensem. Local allowances.

Forest officials in the Kulu Sub-Division, Punjab, whose pay is below R16 per mensem, draw a local allowance of R2 per mensem during the four winter months.

ORGANIZATION OF THE FOREST SERVICE—*continued.*

Recruitment and first appointment.

Recruitment of Indian Forest Service.

25. The *Indian Forest Service* will in future be solely recruited by officers appointed under covenant with the Secretary of State, and who have received a professional training either under the regulations which may from time to time be laid down by the Secretary of State, or in such other manner as may be approved by him—*vide* Circular No. 24 F., dated 24th September 1891.

Appointment to Indian Forest Service.

26. Appointment to the Indian Forest Service will, as a rule, be made to the 2nd grade of Assistant Conservators, and officers so appointed will be placed on one of the following Provincial Lists :—

(i) Bengal.
(ii) Assam.
(iii) North-Western Provinces and Oudh, with Ajmere.
(iv) Punjab (with Baluchistan)—Central Provinces—Berar—Coorg.
(v) Burma, with Andamans.

Appointments made in India prior to 1st August 1891.

27. Present incumbents who were appointed in India prior to the 1st August 1891 belong to the Indian Forest Service, their seniority being reckoned from the date on which they were made permanent in the class of Assistant Conservators.

Recruitment of Provincial Forest Service.

28. The *Provincial Forest Service* can in future only be entered through the Forest School at Dehra Dun—*vide* Circular No. 25 F., dated 13th October 1891.

Appointments to the class of Forest Rangers.

29. Appointments to the class of Forest Rangers may be given*—

(1) To passed students† of the Forest School—

(*a*) who have obtained the School Certificate in Forestry (Higher Standard) with or without honours;

* The Chief Commissioner of Burma is authorised, as a temporary measure, to appoint as Rangers in Burma, in the absence of duly qualified candidates, persons who do not fulfil any of these conditions.

† Local Governments may grant to selected candidates, while pursuing their studies at the Forest School for the Certificate in Forestry (Higher Standard), and who are not already in receipt of any Government pay, an allowance not exceeding R50 a month: provided that adequate security be taken that, if appointed, they will remain in the service of Government for a term of five years. Students so admitted will, on obtaining the prescribed certificate, be eligible for appointment as Rangers under this section, and can then be promoted to the class of Extra-Assistant Conservators under the special provision of Rule (2) (*b*) in section 30.

ORGANIZATION OF THE FOREST SERVICE—*continued.*

(*b*) who have obtained the School Certificate in Forestry (Lower Standard) *with honours*, and who have afterwards rendered not less than *two* years' satisfactory service as Foresters;

(*c*) who have obtained the School Certificate in Forestry (Lower Standard) *without honours*, and who have afterwards rendered not less than *five* years' satisfactory service as Foresters.

All such appointments to fill existing vacancies may be made under the orders of the Conservator of Forests.

Candidates who are not natives of the province in which the appointment is to be made, or of a province in which one of the principal languages is the same, must furnish a certificate of having passed an examination by the Lower Standard in one of the principal languages of the province; or, in Burma, of having passed by the Elementary Standard in Burmese.

(2) Where there are no officers of class (1) qualified for appointment, but not otherwise—

(*a*) to subordinates who have earned such promotion by long, faithful, and meritorious service;

(*b*) to Native Non-Commissioned Officers of Her Majesty's Army who have entered the Forest Department under the orders contained in Circular No. 25 F. dated 13th November 1880.

Such appointments, to fill existing vacancies, may only be made under the orders of the Local Government.

30. Appointments to the class of Extra-Assistant Conservators (on salaries varying from R200 to R350) may be given— Appointments to the class of Extra-Assistant Conservators.

(1) To Forest Rangers—

(*a*) who have obtained at the Forest School the Certificate in Forestry (Higher Standard) *with honours*, and who have afterwards rendered not less than *two* years' satisfactory service as Rangers in executive charge; or

(*b*) who have obtained this Certificate *without honours*, and have afterwards rendered not less than *five* years' satisfactory service as Rangers in executive charge; or (in exceptional cases only)

(*c*) who were members of the Forest Department on the 1st December 1881, and who, though they have not

ORGANIZATION OF THE FOREST SERVICE—*continued.*

obtained the Certificate in Forestry (Higher Standard), have done specially good and faithful service, including a term of not less than *five* years as Forest Rangers, and who have received a good general education and possess a sufficient knowledge of English.

(2) Where there are no Rangers in the province qualified for promotion under the above rules, but not otherwise—

(*a*) to candidates who, prior to the 1st July 1891, had been nominated by a Local Government under the rules embodied in section 36 of the Forest Department Code (3rd edition);

(*b*) to Rangers who, otherwise qualified, have not served the prescribed time.

In granting such appointments, students who obtain certificates *with honours* should be preferred to those who obtain certificates *without honours*.

Candidates nominated prior to the 1st July 1891 will continue to draw the allowances granted to them under section 39 of the Forest Department Code (3rd edition).

Appointments to the class of Extra-Deputy Conservators.

31. Appointments to the class of Extra-Deputy Conservators (on salaries varying from R450 to R600) will be made by the promotion of officers of the Provincial Forest Service who hold the Higher Standard Certificate in Forestry of the Forest School, and who have done good service of not less than five years as Extra-Assistant Conservators in either of the two upper grades (R350 and R300) of the latter class.

Appointments to Subordinate Forest Service.

32. All appointments to the *Subordinate Forest Service* will be made by Conservators, and when the salary is less than R15 per mensem by Divisional Officers.

PROMOTIONS.

Indian Forest Service.

(*a*) Imperial List.

Promotions to and on Imperial List of Indian Forest Service.

33. Promotions to and on the Imperial List, whether permanent or temporary, as well as the selection of officers for foreign service, will be made by the Government of India, due consideration being given to the claims of officers of the Province in which the vacancy occurs. In order to fill vacancies on the Imperial List, officers may be selected from

ORGANIZATION OF THE FOREST SERVICE—*continued.*

any Provincial List. The considerations which guide the Government of India in making such selection are merit and special qualifications for the post; but the claims of officers to such promotion will be considered in the order of their seniority on the general list of the Indian Forest Service. To enable the Government of India to select officers for promotion to the Imperial List, Local Governments should submit, by the 1st September in each year, the names of any officers whom they may consider eligible for such advancement, together with a short statement of the special qualifications or claims of the officers so recommended.

Salaries of certain Officers on Imperial List.

34. Officers holding the posts noted in the margin* will draw during the period of their deputation to the Imperial List, in addition to the sanctioned local† allowances, the salary (permanent or officiating) which they were in receipt of on their respective lists when selected for appointment, and that to which they may subsequently become entitled from time to time by virtue of their position on the Provincial Lists. Officers deputed on Foreign Service will receive only the remuneration sanctioned by the Government of India in concert with the Native State or Colony concerned. While on such deputation, they will be entitled to receive the permanent promotion which their position on the Provincial List may render them eligible for in due course. All the above-named officers will be seconded on their Provincial Lists, and their deputation to the Imperial List will not interfere with the promotions to be made on those lists in consequence thereof.

* Assistant Inspector General of Forests and Superintendent of Working-Plans; Deputy Director of Forest School; two Instructors at Forest School.

	Per mensem. R
† Assistant Inspector General of Forests	200
Three School Officers at	100

Position of Assistant Inspector General of Forests and of Deputy Director of Forest School in regard to Imperial List of Conservators.

35. The Assistant Inspector General of Forests and the Deputy Director of the Forest School will be eligible to act (without being removed from the Imperial List) in the class of Conservators when vacancies occur to which, in the opinion of the Government of India, they would otherwise, in the ordinary course, have been appointed. On being so appointed, their position as regards seniority on the Imperial List of Conservators will be next above that of the officers taking their place as Provincial Conservators, and they will revert

ORGANIZATION OF THE FOREST SERVICE—*continued.*

to their substantive posts according to the order of their seniority on that list. On the occurrence, on the Imperial List of Conservators, of permanent vacancies to which they could be promoted in virtue of their seniority on the list, they will, if considered by the Government of India to be deserving of such advancement, be permanently appointed to the class of Conservators, and the officers who may be selected to take their place as Provincial Conservators will hold the appointments sub. *pro tem.* These two officers when acting in the class of Conservators, or permanently promoted to that class, will not draw any local allowance in addition to their salaries.

Salary of Extra-Assistant Conservator holding appointment of Instructor at Forest School.

36. The Extra-Assistant Conservator holding the appointment of Instructor at the Forest School will draw the salary (permanent or officiating) to which he may from time to time be entitled on his Provincial List (on which he will be seconded), in addition to a local allowance of R50 per mensem.

(*b*) Provincial Lists.

Promotion to 1st grade of Assistant Conservators.

37. Assistant Conservators of the 2nd grade who have passed the examinations prescribed in Section 59 M. will be eligible for promotion on their Provincial Lists to the 1st grade of Assistant Conservator on the occurrence of vacancies.

Promotion to existing vacancies in the 1st grade of Assistant Conservators, and in the class of Deputy Conservators, will not be given solely in consequence of passing examinations: the merits and qualifications of each officer will also be taken into consideration. An officer who, having been brought up in India, has had exceptional facilities for passing in the Vernacular, should not necessarily be promoted so as to supersede others who have not had the same facilities, and whose qualifications may in other respects be equal or superior.

Promotions from 2nd grade of Assistant Conservators up to and including 1st grade of Deputy Conservators.

38. Promotions from the 2nd grade of Assistant Conservators up to and including the 1st grade of Deputy Conservators, whether permanent or temporary, will be made by Local Governments. In the case of officers on the Punjab-Central Provinces-Berar-Coorg List, such promotions will be made by the Government of the Punjab in communication with the Chief Commissioner of the Central Provinces, the

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Resident at Hyderabad and the Chief Commissioner of Coorg. Should any difference of opinion arise as to the promotions to be made, the case should be reported for the decision of the Government of India.

Position of officers on promotion to 4th grade of Deputy Conservators.

39. Promotions, permanent and temporary, up to and including the 4th grade of Deputy Conservators shall, *cæteris paribus*, be regulated according to priority in passing the prescribed examinations in the Vernacular, in Land-Revenue, Forest Law, and in Procedure and Accounts. When once, however, in that grade, officers should, as a general rule, be arranged on their respective Provincial Lists in the order of their standing in the service (corresponding to the date of their *substantive* appointment to the class of Assistant Conservators), the dates of passing the examinations in question being noted against each officer's name for purposes of reference. Thereafter promotions, both permanent and temporary, shall be regulated by seniority and the practical efficiency that officers have shown in the discharge of their duties.

Transfers made for purpose of securing general equality of position and promotion.

40. In the event of a transfer from any one list to another being found necessary, for the purpose of securing general equality of position and promotion, the name of the officer transferred will be removed at once from the cadre on which his name had been enrolled to that of the province or group of provinces to which he is transferred. But the transfer thus made on the cadres affected need not involve the immediate removal of the officer himself, where this is inconvenient, from the one province to the other. The pay which he draws will be that of the appointment, whether substantive, sub. *pro tem.*, or officiating, on the cadre to which his name is transferred, but will be debited against the Province in which he actually serves. He will thus not be seconded, nor will his temporary absence from the province to which he has been transferred entitle officers below him on the cadre to promotion.

Promotions on Punjab-Central Provinces-Berar-Coorg List.

41. Each province on the amalgamated Punjab-Central Provinces-Berar-Coorg List will be required to send, in a confidential communication, to each of the other provinces a quarterly statement of the officers who are not considered deserving of early promotion. Notice of casualties, and of

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departures on or returns from leave, etc., will be communicated at the earliest possible date. If, for example, a vacancy occurs in the Central Provinces and the next officer deserving promotion is in the Punjab, the Chief Commissioner of the Central Provinces will give notice of the vacancy to the Government of the Punjab, which will at once gazette its officer. In order to exclude discrepancies, all changes made on the amalgamated list should be notified in the gazette of every province concerned, copies of the gazette notifications being mutually interchanged.

Promotion not regulated by seniority alone.

42. Promotion will not be given, and cannot under any circumstances be claimed, on grounds of seniority alone.

Provincial Forest Service.

Grading of officers in Provincial Forest Service.

43. Officers in the Provincial Forest Service will be graded according to their seniority in the province in which they are serving, the gradation list being prepared for the whole Province and not according to Circles.

Promotions in Provincial Forest Service, proviso regarding Extra Assistant Conservators.

44. Promotions, both permanent and temporary, will be regulated by seniority on the Provincial Lists and by the practical efficiency that officers have shown in the discharge of their duties: provided that no Extra-Assistant Conservator shall be promoted to a higher grade than the 4th until he has passed by the higher standard in a principal language of the province in which he is serving, unless he is a native of such province.

Promotions of Rangers and Foresters.

45. Rangers who have obtained the Forest School Certificate (Higher Standard) and have rendered satisfactory service* will be eligible for promotion to the classes of Extra-Assistant and Extra-Deputy Conservators and Foresters who have obtained the Forest School Certificate (Higher or Lower Standard) and have done good service,† to the class of Rangers.

Gazetting of promotions to and in classes of the Extra-Assistant and Extra-Deputy Conservators. Promotions made by Conservators and by Local Governments.

46. Promotions to and in the classes of Extra-Assistant and Extra-Deputy Conservators will be notified in the gazettes of the Local Governments concerned.

47. The promotion of Foresters to the class of Rangers, if they have qualified under Section 29(1), is made by Con-

* *Vide* Section 30 (1).
† *Vide* Section 29 (1).

ORGANIZATION OF THE FOREST SERVICE—*continued.*

servators. The following promotions are made by Local Governments :—

(i) Foresters to the class of Rangers if considered qualified under Section 29(2).
(ii) Rangers from grade to grade.
(iii) „ to the class of Extra-Assistant Conservators.
(iv) Extra-Assistant Conservators from grade to grade.
(v) „ „ to the class of Extra-Deputy Conservators.
(vi) Extra-Deputy Conservators from grade to grade.

Subordinate Forest Service.

48. The promotion of Forest Guards from grade to grade, and that of other subordinate officials whose pay is less than R15 per mensem, will ordinarily be made by Divisional Officers. The following promotions will be made by Conservators :— Promotions of Guards and other Subordinates.

(i) Subordinate officials whose pay is R15 per mensem or more.
(ii) Forest Guards to the class of Foresters.
(iii) Foresters from grade to grade.

Position and Duties.

Indian Forest Service

49. The Inspector General is attached to the Revenue and Agricultural Secretariat, to assist the Government of India in dealing with the Forest business which comes before them. He also controls the Forest Survey and Working-Plans Branches, and the Forest School at Dehra Dún. The Superintendent of Working-Plans is also Assistant Inspector General. Inspector General.

50. The Inspector General may correspond officially with Conservators on professional subjects, including the preparation of Working-Plans, and on any other matters which do not involve questions of administrative or general policy. Except as provided in Section 64, no *instructions* will be issued by him in the course of such correspondence. Inspector General's correspondence with Conservators and Local Governments.

The Inspector General may write to a Local Government with reference to any professional matter, and he may, when on inspection tours, submit to a Local Government reports or notes on the forests visited, either direct or through the Government of India.

ORGANIZATION OF THE FOREST SERVICE—*continued.*

Generally, the Inspector General may submit to the Government of India reports or notes, under his own signature, on any question connected with the administration and management of the forests in any province, to be dealt with in such manner as may be approved by the Government of India.

The correspondence of the Inspector General will be recorded in monthly volumes of Proceedings, copies of which will be submitted to the Government of India and be distributed to all Local Governments and Conservators. In addition, copies of letters on important matters will, whenever necessary, be forwarded at once to the Government of India or to the Local Government, as the case may be.

Inspection of Conservators' and Divisional Offices.

51. The Inspector General will, whenever it shall appear desirable, inspect Conservators' and Divisional Offices, and will submit reports on them to the Local Government, the Comptroller and Auditor General, and the Government of India.

Director of the Forest School, and the Superintendent of Forest Surveys.

52. The Director of the Forest School and the Superintendent of Forest Surveys are subordinate to the Inspector General, who arranges for the management of the Forest School in consultation with the Board of Control—*vide* Circulars No. 15 F. dated 6th December 1890 and No. 16 F. dated 18th December 1890.

Application for the services of the Forest Survey staff must be made to the Inspector General, who will, if necessary, obtain the orders of the Government of India on the application—*vide* Circular No. 9 F. dated 2nd July 1890; also Inspector General's Circular No. 19 dated 13th September 1889.

Conservators.

53 Subject to the Local Government to which he is subordinate, the Conservator has the general control of Forest matters within his Circle.

Conservators may correspond direct with Local Governments, except in Berar, Coorg, and Ajmere, where correspondence shall be conducted with the Commissioner.

Conservators shall be supplied with the Forest Proceedings of their Local Governments and with all Circulars relating to Forest business.

It is the duty of a Conservator to make frequent tours of inspection and to visit once a year as many of the forests

ORGANIZATION OF THE FOREST SERVICE—*continued.*

under his control as possible. During these tours the following points should receive particular attention, and, if necessary, be specially reported on to the Local Government :—

(1) *Surveys and Settlements,* made or in progress and their cost, extent to which they are still required ; nature and adequacy of the maps and settlement records prepared; results of working under the settlements in force.

(2) *Working-Plans,* already made or in progress and their cost, extent to which Plans are still required, results of working of Plans in force.

(3) *Forest Boundaries,* their nature and state of repair, demarcation work in progress and its cost, demarcation work still to be done.

(4) *Roads, Buildings, and other similar works,* in existence or under construction, their cost, state of repair ; new roads, buildings, or other works required.

(5) *Executive and Protective Staff,* efficiency, state of discipline, etc.

(6) *Condition of the Forests,* the methods of treatment employed ; natural reproduction, causes which interfere with it, etc.

(7) *Protection of the Forests from Injury,* by man, by cattle, by fires, etc. ; breaches of the Forest Rules, their frequency and causes.

(8) *Works of Reproduction and Cultural Improvements,* extent, condition, and cost of plantations made, condition of nurseries; new sowings or plantings required ; thinnings, creeper-cutting, etc., extent to which carried on and required.

(9) *Method of Working and Management in force,* advantages or otherwise of these methods, expenditure incurred on them ; outturn of the forests, and financial results.

(10) *Timber Depôts,* their situation and adequacy, condition in which kept ; state of the records kept up in connection with them, etc.

The Conservator should further see that all money transactions are conducted in accordance with the rules in force; and he should examine the cost of current works, as well as of those which have been spread over several years. He should also ascertain that the Divisional Officer and other members of the Controlling Staff are conversant with their duties, that discipline is maintained, and that work is properly supervised.

ORGANIZATION OF THE FOREST SERVICE—*continued.*

Suspension, Reduction, Dismissal.

Indian Forest Service.

Suspension, reduction, or removal of officers on Imperial List.

54. The suspension, reduction to a lower grade or class, or removal from the service of Conservators and other officers on the Imperial List will rest with the Government of India.

Suspension, reduction, or removal of officers on Provincial Lists.

55. In cases of misconduct, Local Governments may suspend or reduce Deputy Conservators to the class of Assistant Conservators, and Deputy or Assistant Conservators to a lower grade in the same class; but the removal of these officers from the service will rest with the Government of India.

Reduction of a Forest officer to a lower class or grade.

56. When a Forest Officer is reduced to a lower class or grade, his name will, as a rule, be placed at the bottom of the list of officers in that grade; but should the Local Government under which the officer is serving desire, in any special case, that the officer degraded be placed in any other position in the lower grade, the fact should be stated in the order reducing the officer. This section applies also to the Provincial and Subordinate Forest Services.

Provincial Forest Service.

Suspension, reduction, or dismissal of Members of Provincial Forest Service.

57. Any member of the Provincial Forest Service may, pending the orders of the Conservator, or of the Local Government when required, be suspended by the Divisional Officer. The reduction or dismissal of Foresters may be made by Conservators, and of Rangers, Extra-Assistant Conservators, and Extra-Deputy Conservators by the Local Government.

Fining.

58. Fines inflicted by Divisional Officers on Rangers and Extra-Assistant Conservators serving under them require the previous sanction of the Conservator.

Subordinate Forest Service.

Suspension, reduction, or dismissal of Members of Subordinate Forest Service.

59. Any member of the Subordinate Forest Service may be suspended by the Divisional Officer. The reduction or dismissal of Forest Guards, or other subordinates whose pay is less than R15 per mensem, may be made by Divisional Officers; and that of subordinates on R15 per mensem and upwards and of Foresters, by Conservators.

ORGANIZATION OF THE FOREST SERVICE—*continued.*

59A. Divisional Officers have the power to fine, to the extent of one month's salary, any member of the Subordinate Forest Service serving under them. Fining.

59B. In cases of reduction or dismissal of Forest Guards when the offence is such that it may be made the subject of a criminal prosecution, the case will be reported to the Conservator for determination whether a prosecution should be instituted. Criminal prosecution.

Resignation.

Indian Forest Service.

59C. The Government of India alone have the power to accept the resignation of officers of the Indian Forest Service. Resignation of officers of Indian Forest Service.

Provincial Forest Service.

59D. The resignation of officers in the Provincial Forest Service may be accepted by Local Governments. Resignation of officers in Provincial Forest Service.

Subordinate Forest Service.

59E. The resignation of officers in the Subordinate Forest Service may be accepted by Conservators in the case of those subordinates whose pay is ₹15 per mensem and upwards, and by Divisional Officers when the pay is less than ₹15 per mensem. Resignation of officers in Subordinate Forest Service.

Transfers.

59F. Transfers of officers on the Imperial List will be regulated by the Government of India. Transfers of officers, below the rank of Conservator, from one province to another will only be made in exceptional cases; but the Government of India reserve to themselves the right of transferring officers from one province to another. Transfers of officers on Imperial List and from one Province to another.

When an officer is transferred from one province to another at his own request, such transfer will ordinarily carry with it the condition that his name shall be placed on the list of his new province at the bottom of the grade or class to which he belongs.

59G. Postings and transfers within a province of officers on the Provincial Lists of the Indian Forest Service and of Postings and transfers within a Province.

ORGANIZATION OF THE FOREST SERVICE—*continued.*

those belonging to the Provincial Forest Service will be made by Local Governments. Similar postings and transfers of officers in the Subordinate Forest Service will be made by Conservators.

Leave.

Indian Forest Service.

Leave of officers on Imperial List.

59H. Leave of absence to officers on the Imperial List will be granted by the Government of India alone. Their applications for leave will be submitted to the Government of India through the Local Governments, Foreign States, or Colonies under whom they may be serving: this procedure is necessary to enable the Government of India to make timely arrangements for filling up the vacancies that will thus be caused.

Leave of officers on Provincial Lists

59I. Leave of absence may be granted by Local Governments to officers on the Provincial Lists under the rules applicable to the branch of the service to which such officers belong. In dealing with applications for leave, Local Governments will take into consideration the fact that the staff allotted to each province cannot, as a rule, be augmented by the Government of India in order to provide substitutes for officers on leave. Local Governments will also attach due weight to the circumstance that work in many forests is confined to particular seasons of the year, and that the public service suffers when Forest Officers take leave during the working season.

Examination leave.

59J. To enable officers holding the substantive appointment of Extra-Assistant Conservator or of Assistant Conservator to qualify themselves for passing the examinations prescribed in Sections 37 and 44, examination leave for two periods of three months each may be granted to them, by the Local Government, at such times as may be found convenient: provided that the second period of three months shall not be given in the case of an officer who has not passed by the Lower Standard in a principal language and qualified in Land-Revenue, Forest Law, Procedure and Accounts. Such examination leave may, if the test for which it has been granted is successfully passed, either during the leave or

ORGANIZATION OF THE FOREST SERVICE—*concluded.*

within three months after its expiry, count as duty qualifying for privilege leave and pension.

Examination leave may only be taken in India. It may not be granted previously to, or in continuation of, any other leave; but privilege leave or leave on medical certificate may be taken in continuation of examination leave.

An officer on examination leave has a lien on his appointment (substantive or officiating), and is entitled to leave allowances as if he were on privilege leave.

OFFICE ESTABLISHMENTS.

Appointments, promotions, reductions, or dismissals.

59K. The appointment, promotion, reduction, or dismissal of members of office establishments will be regulated as follows:—

(i) If the pay of the officer is less than R15 a month	By the Divisional Officer.
(ii) If the pay of the officer is R15 a month or more	By the Conservator.

Suspension and fining.

Divisional officers have the power to suspend and to fine (to the extent of one month's salary) any member of the office establishment serving under them.

Local allowances in Bengal.

Clerical and menial establishments serving in the Darjeeling District, Bengal, receive a local allowance of 20 per cent. on their pay.

Local allowances in Burma.

Clerical and menial establishments serving in the Ruby Mines District, Burma, draw local allowances at the rate of 30 per cent. on salaries of R30 per mensem and upwards, subject to a maximum allowance of R40 per mensem, and 50 per cent. on salaries under R30 per mensem, subject to a maximum allowance of R8 per mensem.

NOTIFICATIONS OF RETIREMENT, PROMOTION OR REDUCTION AND LEAVE.

Government of India to be informed of retirements, promotions, reductions, and grant of leave.

59L. The fact and date of retirement of officers in all grades of the Indian Forest Service should be specially reported to the Government of India, and that Government should also be furnished with copies of all notifications issued by Local Governments which refer to the promotion or reduction, whether permanent or temporary, of officers, or to the grant of leave—*vide* Circulars No. 8 F. dated 30th April 1889, No. 4 F. dated 21st April 1890, and No. 14 F. dated 21st October 1890.

Part III.—Examinations.

Examination for Assistant Conservator's 2nd grade.

59M. The examination for Assistant-Conservators of the 2nd grade referred to in Section 37 will be in the following subjects :—

(A) Vernacular, by the higher standard in a principal language of the Province in which an officer is serving.
(B) Land-Revenue.
(C) Forest Law.
(D) Procedure and Accounts.

The Examining Board or Boards will be appointed by Local Governments and should include a Forest Officer.

(A).—Languages.

Principal languages.

59N. For the purposes of this Code, languages are divided into :—

(i) Principal.
(ii) Optional.

The following statement shows the languages held to be "principal" in each province :—

No.	Province.	Principal languages.
1	Bengal	Bengali. Hindustani.
2	North-Western Provinces and Oudh .	Hindustani.
3	Punjab	Hindustani.
4	Central Provinces	Hindustani.
5	Burma	Burmese.
6	Assam	Assamese. Bengali.
7	Coorg	Canarese.
8	Ajmere	Hindustani.
9	Berar	Hindustani. Marathi.

Nothing in this section is intended to prevent an Assistant Conservator of the 2nd grade from presenting himself for examination by the lower standard in any principal language of the province.

Examinations will be held both in the Lower and Higher Standards and will be conducted in accordance with such

EXAMINATIONS—*continued.*

rules as may from time to time be promulgated by Local Governments with the previous sanction of the Government of India.

In the case of those provinces in which two languages are entered as "principal," the Conservator may, with the sanction of the Local Government, prescribe in which of the two languages any officer will be required to pass.

Optional languages.

590. It will be optional for an officer of the Forest Department to pass in one or more of the other languages or dialects spoken in the whole or a portion of the province in which he is serving, provided that he shall first obtain the permission of the Local Government,* who will decide whether the language in which he proposes to pass is one the acquisition of which will be useful to him and likely to increase his efficiency in the Department.

Allowances for passing in Native languages.

59P. No reward will be granted to an officer of the Forest Department for passing an examination in a vernacular language in which it was necessary for him to pass in order to qualify for promotion under Sections 37 and 44.

Subject to this condition, Forest Officers of the rank of Extra-Assistant Conservator and upwards will be entitled to the following Munshi allowances:—

₹180 for passing in Hindustani by the Lower Standard, or in any other "principal" language (except Burmese) by an equivalent standard.

₹250 for passing in Burmese by the Lower Standard.

₹300 for passing in Hindustani by the Higher Standard.
₹500 for passing in any other "principal" language by the Higher Standard.
} Subject to a deduction of any allowance already drawn for passing in the same language by the Lower Standard.

For passing in any "optional" language, under the sanction of the Local Government, as provided in Section 590, such allowance or reward will be given as may be sanctioned for officers of the Forest Department by local or general rules.

* Standing permission has been given in Burma to officers who have passed the Lower Standard in Burmese to pass in Karen.

EXAMINATIONS—*concluded.*

(B).—Land-Revenue.

Examination in Land Revenue.

59Q. The examination will be written and oral. The written examination will comprise not less than six questions on the laws and subjects discussed in Baden-Powell's "Land-Revenue Systems and Land Tenures of British India," Book I (Introductory), and the chapters which refer to the system of the province in which the officer is serving.

(C).—Forest Law.

Examination in Forest Law.

59R. The examination will be similar to that in Land-Revenue, and will be both written and oral, the questions being on the laws and subjects discussed in Baden-Powell's "Jurisprudence for Forest Officers."

(D).—Procedure and Accounts.

Examination in Procedure and Accounts.

59S. The examination will be written and oral, and will embrace the Forest Code, the Civil Service Regulations, and the rules regarding the general conduct of business in the Forest Department. The use of books will be allowed.